



23104 Hawthorne Blvd.  
 Torrance, CA 90505  
 Tel: 310.375.5570  
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## Admission Application

### *Student's Information*

First Name:	Middle Initial:	Last Name:
Date of Birth:	<input type="checkbox"/> Boy <input type="checkbox"/>	<input type="checkbox"/> Girl
Home Address:		
City:	State:	Zip:
Home Phone:		

### *Student's Family Information*

Father's Name:		
Home Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	
Email Address:	Business Phone:	Ext:
Mother's Name:		
Home Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	
Email Address:	Business Phone:	Ext:
Student lives with: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Both <input type="checkbox"/> Other		
Number of Siblings:	Ages:	

Starting Date:

**Program desired:**

Toddler I	5 days: _____	Half Day: _____	Full Day: _____	Extended care: am ____ pm ____
Toddler II	5 days: _____	Half Day: _____	Full Day: _____	Extended care: am ____ pm ____
Preschool	5 days: _____	Half Day: _____	Full Day: _____	Extended care: am ____ pm ____
K1	5 days: _____		Full Day: _____	Extended care: am ____ pm ____

\_\_\_\_\_  
Signature of Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother/Guardian

\_\_\_\_\_  
Date

\*Registration fees should accompany this application form

**SOUTH BAY MONTESSORI SCHOOL**  
**Enrollment Contract**

**Basic Services-** The school will provide a developmental, educational program based on the philosophy and teaching of Dr. Maria Montessori. The school is open year-round, Monday through Friday, from 6:30am to 6:00pm with the exception of the vacations/holidays listed on the school calendar. Parents are responsible for providing lunch for their children either by purchasing school lunch or packing lunch from home. Once a month, parents sign up (sign up menus are found in your child's classroom) as a snack parent and are responsible for providing morning snack for the whole class. The school will provide afternoon snack.

**Optional Services-** Parents may choose to have their children participate in extracurricular activities. (e.g. dance, music, art and sports). These are offered and arranged with outside organizations or instructors. Schedules and enrollment forms are available at the front office.

**Registration Fee-** There is a \$200 annual, non-refundable registration fee. This fee covers admission processing, student accident insurance premiums, and other miscellaneous fees not billed directly. Each spring a re-registration fee is required for continuing students.

**Material Fee-** There is a non-refundable annual \$100 material fee for Toddler and Preschool students and a \$300 material fee for K1 students. This fee is due upon enrollment and every September.

**Tuition-**Tuition is based on a yearly fee and is divided into 10 equal payments, September through June. Holidays, vacations or other school closures do not affect nor adjust the fees for the month. Tuition is always due on the first of each month and is considered late after the 5<sup>th</sup>. Please make checks payable to South Bay Montessori School. *A late fee of \$25.00 will be charged if payments are not made by the 5<sup>th</sup> day of each month. A fee of \$25.00 will be charged for returned checks.* The school reserves the right to raise tuition and fees, upon a thirty-day notice. Parents enrolling for the school year must be responsible for one month of the summer session.

**Program Options**

Toddler:

Half Days	8:30am-12:00pm	5 days a week
Full Days	8:30am-3:00pm	5 days a week

Preschool:

Half Days	8:30am- 12:00pm	5 days a week
Full Days	8:30am-3:00pm	5 days a week

K1:

Full Days	8:30am-3:00pm	5 days a week
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Extended Daycare:

Morning daycare	6:30am-8:30am
Afternoon daycare	3:00pm-6:00pm

There is a *15-minute* grace period for classes that end at noon and at 3:00pm. A late fee of \$15.00 per hour or part of will apply once the grace period has passed.

**Changes in Program-** South Bay Montessori requires a 30-day written notice for any change of program, *including morning or afternoon daycare*. Children who wish to change program schedules, may do so ONLY if an opening for that program is available. While children will be given a priority to do so, they will be responsible for continuing in their current program until the change becomes available or they may follow withdrawal procedures. Please fill out a change of program form in the front office if you are requesting a change of any kind. The signed form constitutes notice of change and upon fulfillment of the request; the child's original place in class will be filled from the waiting list. Please be sure of your decision to change programs before filling out the request form. Your child will be unable to stay on their original schedule once the change is made. Changes in tuition rates are effective at the time the child transfers to the new program.

**Late pick-ups**-A late “pick up” fee of \$1.00 per minute for every minute past 6:05pm will be imposed for each child if picked up after closing.

**Toddler Option**-South Bay Montessori has a toddler option for children ages 18-36 months. If a child leaves the program before or after he/she is 36 months, written permission from the parents is required.

**Modification of Agreements**-This agreement may be modified whenever any of the circumstances covered in this arrangement change. Such modification may only be made in writing and must be signed and dated by the parent and the school in order to be binding and effective.

**Withdrawals**- Children can be withdrawn from the program with a 30-day written notice prior to the withdrawal date of the child. Children withdrawn without notice are subject to tuition charges for 30 days from date of withdrawal. Parents withdrawing a child on/after May 1st of the regular school term are responsible for the balance of the yearly tuition throughout the month of June. A child may be dismissed by the school without prior notice, if in the sole opinion of the school; it is in the best interest of the child. If a child is dismissed from school, pre-paid tuition shall be refunded from the date of the dismissal. Children who wish to re-enroll will be required to pay the registration fee.

**Involuntary Withdrawal**- The school reserves the right to request removal of a child from the school, on either temporary or permanent basis, under these conditions: (a) The staff has determined that the school program no longer meets the child’s needs; (b) The parents have assumed an adversary relationship with the school; (c) The child’s behavior at school is unacceptable to the staff.

**Refund Policy**- No refunds are given for absence due to illness or vacations during the regular school term, or for withdrawals between May 1 and the end of the term.

**Field Trips**- Field trips are scheduled during the summer and periodically throughout the school year in conjunction with the school curriculum. Parents give written permission for transportation of the child by bus. Parents will be notified of trips in advance.

**Winter Care**-During observance of the December holidays the school may deem it appropriate to open for daycare days. These days are not included in the yearly or monthly tuition and therefore an additional cost will apply. There is no obligation to attend school during these days and participation is voluntary. Winter care sign up forms are posted in advance for parents’ convenience.

**Summer Sessions**- Summer sessions are registered for separately. Information regarding summer sessions and re-registration is released each spring. Parents enrolling for the school year must sign up for at least one month of the summer session.

**June Optional Days**- The academic school year ends on the third Friday of June, however, tuition remains the same. Any remaining June days are considered optional days and are available for an additional daily fee.

**Forms**- All forms required by the school must be complete and on file prior to the first day of attendance, as required by Title 22 of California Law. All children’s files must be kept current. No child will be admitted to South Bay Montessori if any of the forms are incomplete.

**Authorized Pick-Up**- Children will be released ONLY to those persons who have been authorized IN WRITING by parents. Unfamiliar adults will be asked for identification before the child will be allowed to leave the facility with them. Please be sure all authorized people are listed on the I.D. Emergency form or fill out an authorization form at the front office. I.D. Emergency forms must always be kept current.

**Sign In/ Out**-The State of California requires all children be walked into the center, as well as signed in and out of school, by an ADULT daily. Signature sheets are available at the front office and are for documentation purposes and should be signed with a full LEGIBLE signature by ADULTS ONLY.

**Daily Inspection**- Social Services requires that the staff do a daily inspection of each child for illness. Children will not be admitted to the school when the child displays symptoms of fever or possible infection. A child must be free of symptoms for a

24-hour period before returning to school. If a child becomes ill at school, the parent must pick up the child from school within 1 hour of notification.

**Illness/ Injury**-Parents notified of a child's illness or injury at school must arrange for the child to be picked up within the hour.

**Medication Policy**- Parents agree NOT TO SEND ANY MEDICATION IN THE CHILD'S LUNCH BOX. The parent must give all medication including over-the-counter/vitamins directly to the staff member. All medication must have a prescription label with the proper dosage and schedule. Parents must sign an authorization form each day the medication is to be administered.

**Emergency Information**- The school requires an IDENTIFICATION AND EMERGENCY INFORMATION form on file. Parents' phone numbers as well as the numbers of other responsible adults must be kept current. Physician and dentist numbers and addresses will be on file. In the event no one can be reached, the school will have on file a signed CONSENT FOR MEDICAL EMERGENCY TREATMENT. Identification and Emergency Information must be updated and current.

**Medical Assessment Clause**- Parents must provide a health history of the child's general health, physical and emotional maturity and special problems and needs. A PHYSICIAN'S REPORT will include a record of any contagious and infectious disease, which could preclude the child's admission, and identification of any prescribed medication taken by the child as well as a test for TB. Each child must have a physical examination to identify any special needs and ambulatory status. These forms must be updated annually.

**Visits**- South Bay Montessori School invites parents to drop in and check on their child at any time. Please make sure to check in at the front office upon arrival.

#### **Parking Regulations**

Parking- City ordinance dictates that under no circumstances will there be any parking or blocking of neighborhood driveways or any other business parking lot. No street parking. Underground parking is available. ***Any parent that fails to comply with the city regulations will be immediately terminated from our school.*** For parent's convenience, South Bay Montessori has scheduled teachers to be stationed in the front of the school to assist the children to their classrooms. Please drive slow and be cautious in our parking structure and driveway and limit your parking time so that traffic congestion will be avoided.

#### **Drop-off and Pick-up Procedures**

Drop Off- Starting the school day ON TIME allows your child to enter the classroom with ease and comfort. Class starts promptly at 8:30am, so we ask that parents respect the program schedule and arrive on time. If you must arrive after 8:30am, say your goodbyes in the hallway and allow your child to enter the classroom quietly, at which point the teacher will assist and greet your child.

Lobby/ Hallway/ School Grounds-To maintain a safe and clean environment, we ask all parents to be courteous to the classes in session by refraining from conversing and gathering in the lobby/hallway and school grounds. Parents need to supervise their children at all times. ***Children may not run, eat, drink or be left unattended in the lobby, hallway or school grounds.***

Pick Up- Class officially ends at 3:00pm, however, we ask all parents to please respect the children who are continuing with the Montessori activities in the afternoon by not interrupting the class. Parents may not interact with the children in the classroom. Please wait for your child to finish putting his/her work away, allow your child to say goodbye to the teacher, then quietly leave. Upon picking up your child, we ask you to supervise them at all times. Do not let them run ahead of you in the hallway/lobby, and most especially in the parking lot. ***You must hold your child's hand when entering and leaving the school.*** Due to the limited parking spaces, ***we ask all parents not to gather or allow children to play in the parking structure or driveway.***

**Playground**- ***Parents may not enter the playground.*** Parents picking up their child during playground time must check in at the front office and your child will be brought to you.

**Parent Conferences/ Daily Communication**-South Bay Montessori School conducts Parent Conferences in November and May. Conferences are accompanied by a written report of the child's progress at school. We feel the conferences are a valuable aid for parents as well as the teachers. It is the policy of the school to facilitate the highest degree of cooperation between parents and teachers. It is in the child's best interest to keep the lines of communication open at all times.

During class time teachers are there strictly for the children. Please do not interrupt their class time with questions. Special instructions for the day may be left at the office. If you must speak with your child's teacher, please do so by calling the school and leaving a contact number and the teacher will return your call as soon as possible. If you wish to meet with the teacher, or you have comments, concerns or questions, please feel free to schedule an appointment with your child's teacher through the office. Should additional resolution be required, the parents may then address the situation to the school Director. Our school's mode of communication requests that our associate teachers and teacher assistants defer to the lead teacher.

**Vacations:**

To maintain enrollment of your child, parents must inform the office for any vacations prior to leaving.

**Rights of the Licensing Agency-**The California State Department of Social Services or licensing agency shall have the authority to interview children, or staff, and to inspect and audit school records without prior consent. The school shall make provisions for private interviews with any child or staff member; and for the examination of all records relating to the operation of the school. The Department shall also have the authority to observe the physical condition of the children, including conditions, which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine children.

Parent acknowledges that he/she has read this ENROLLMENT CONTRACT. Parent also acknowledges receiving a copy of the Parent Handbook, rate sheet, school calendar, Parent's Rights Form and the Child's Personal Rights Care Giver Check Form.

I agree to the financial responsibilities and the terms of this agreement by signing below.

Parent/Guardian\_\_\_\_\_Date\_\_\_\_\_

Parent/Guardian\_\_\_\_\_Date\_\_\_\_\_